

ADMINISTRATIVE - INTERNAL USE ONLY

D/FBIS Chrono

21 November 1985

MEMORANDUM FOR: Chief, Engineering Support Group

FROM:

Deputy Director, FBIS

SUBJECT: Automation Review

1. On our recent overseas trip we discussed a number of planning activities and reviews to be accomplished during the remainder of the year. I would like to schedule for the week of 2 December a review of the management of the Automation activity. This will not be a technical review. That aspect of the program seems to be in quite good shape based on comments of Key Building observers at the IDR.

2. As a suggested agenda I would like to review the following:

- . ADD organization and assignments
- . CRW and GE activities keyed to Automation milestones
- . ADD and LEC schedules (to 3rd level) with identification of FY-86 critical milestones
- . LEC budgets and incurred current cost to date
- . ADD FY-86 Automation Budget and status
- . Action Item list from IDR and resolution plan
- . C/ADD top 10 problems/concerns
- . Activities and intermediate milestones leading to next decision on classified system.

3 I intend to have such a review every 6 months. I would like to review a copy of latest LEC monthly report prior to our review.

cc: C/ADD

DDS&T/FBIS

(21Nov85)

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